



## Federal Acquisition Certification – Program/Project Manager Mid-Level/Journeyman

### PART A - EMPLOYEE INFORMATION

Name (*Last, First, Middle Initial*) \_\_\_\_\_  
 Email Address \_\_\_\_\_  
 Phone \_\_\_\_\_ Agency Name \_\_\_\_\_  
 Agency Address \_\_\_\_\_  
 Title, Series, Grade \_\_\_\_\_ Level **(please select)** \_\_\_\_\_

### PART B – CERTIFICATION REQUIREMENTS

- Experience:** At least two years of program or project management experience within the last five years that includes experience at the entry level as well as experience performing market research, developing documents for risk and opportunity management, developing and applying technical processes and technical management processes, performing or participating in source selection, preparing acquisition strategies, managing performance based service agreements, developing and managing a project budget, writing a business case, and strategic planning. (Submit resume detailing experience requirements).
- Training requirements:** Send all certificates or proof of training completion for applicable training below to the Acquisition Career Manager.

#### A2 Project Management II

A minimum of 24 hours of coursework in intermediate project management that enables an individual to:

- Develop and document an integrated master schedule;
- Assist in the development of an estimate of Total Ownership Cost (TOC);
- Define requirements to meet needs including, where appropriate, performance-based outcomes and setting performance standards;
- Formulate the key features of a risk/opportunity management process;
- Establish a requirements development process that provides traceability back to user-defined capabilities;
- Formulate the key features of the T&E program, including modeling and simulation;
- Develop a life-cycle plan for delivering, maintaining, and retiring a product that includes supply chain considerations.

List Course Name(s), # Hrs, & Course Provider

Date of Completion

- 1.
- 2.
- 3.

#### B2 Leadership and Interpersonal Skills II

A minimum of 16 hours of coursework in employing correct and effective leadership and interpersonal skills that enables the individual to :

- Partner with stakeholders effectively;
- Display entrepreneurship;
- Think strategically;
- Build teams/IPT;
- Manage conflict;
- Demonstrate creativity/innovation;
- Leverage diversity.

List Course Name(s), # Hrs, & Course Provider

Date of Completion

- 1.
- 2.
- 3.



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### C2 Government Specific II

A minimum of 24 hours of coursework that is government-specific and enables the individual to:

- Develop an overall strategy for managing the acquisition, coordination, and development of the acquisition strategy to include socioeconomic considerations;
- Identify key features in terms of pre-award actions required by acquisition planning (FAR Subpart 7.1);
- Formulate the key features of a comprehensive program specification and requirements statement;
- Identify and develop source selection criteria, including risk analysis method (FAR Part 15.3);
- Identify and track contract performance and administrative actions;
- Conduct financial planning and execution reviews;
- Develop program and project plans in accordance with Management's Responsibility for Internal Control (OMB Circular A-123) and Capital Asset Planning (OMB exhibit 300).
- Use strategic sourcing when building and finalizing requirements across the program.

List Course Name(s), # Hrs, & Course Provider

Date of Completion

- 1.
- 2.
- 3.

### D2 Earned Value Management and Cost Estimates II

A minimum of 24 hours in EVM and cost estimates that enables the individual to:

- Explain and use the information system for financial management reporting;
- Conduct EVM analysis and implementing changes based on analysis;
- Analyze resource needs for management, including planning for an EVM program linked to risk;
- Apply business process re-engineering methods for continuous improvement.

List Course Name(s), # Hrs, & Course Provider

Date of Completion

- 1.
- 2.
- 3.

## PART C – SIGNATURES

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

### Supervisor's Endorsement:

I recommend the above individual for certification at Level II.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Acquisition Career Manager's Concurrence:

I concur with the supervisor's endorsement of the applicant for certification at Level II.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Bureau Procurement Chief's/Chief Information Officer's (or equivalent) Approval:

I approve the above individual for certification at Level II.

Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_